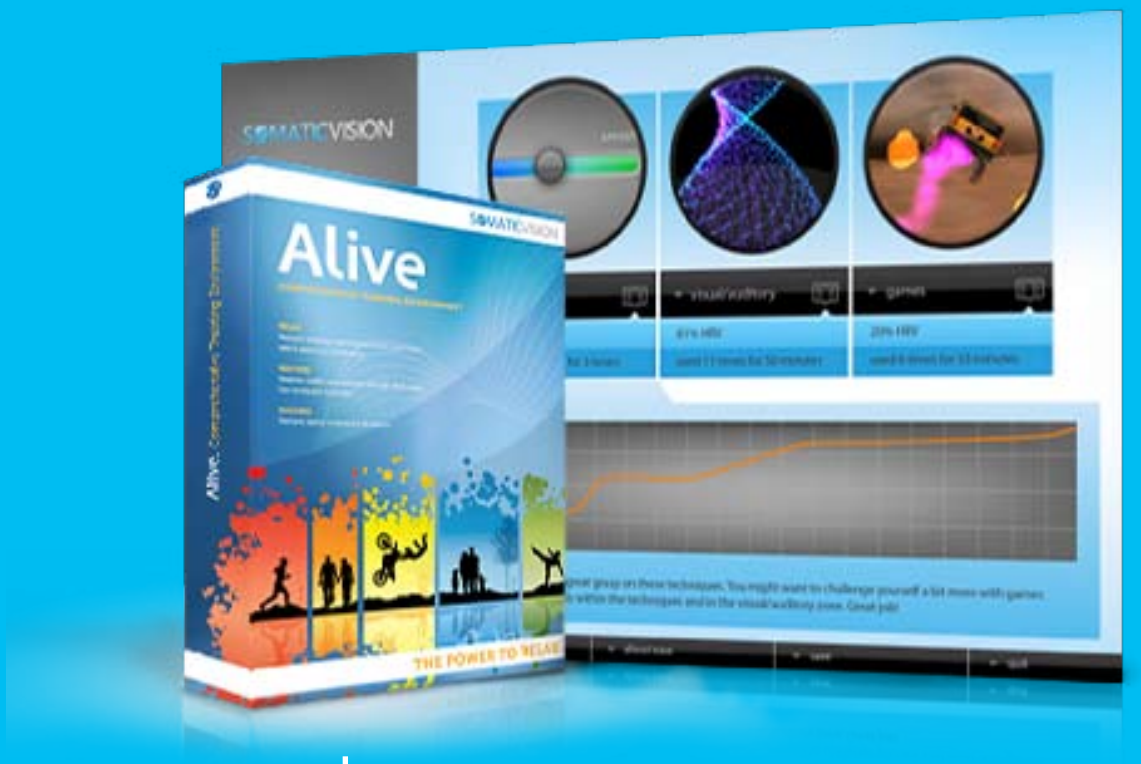


Alive©

COMPREHENSIVE TRAINING ENVIRONMENT

USER GUIDE

somaticvision.com

SOMATICVISION

Welcome to Alive!

The Alive™ Comprehensive Training Environment gives you extensive coaching, individualized performance tracking, and an array of fun games and tools to help you build the mental and physical performance you need to succeed.

In this User Guide, you will find important information about how to get started and use Alive, as well as information about how to use Alive in conjunction with other activities for extended effectiveness.

WHY ALIVE?

The rate of change in our life is constantly increasing, bringing extraordinary pressures and stressors into daily life.

Though these stressors include major crises, most of the stress we experience is caused by minor hassles: E-mail needing a reply, traffic jams as we go to work, balancing the demands of children and work, etc.

We have too much to do in too little time. During day-to-day life, stress accumulates. Our autonomic nervous system is responsible for returning us to balance, but it is not designed to cope with an ongoing overload of stress.

When our nervous system is overloaded constantly, daily stress numbs our brain to the urgency of doing something about it. We become accustomed to ongoing tension, strain and worry — and try to address the effects of stress without getting to the causes.

Our body gives us warning signals to show us something is getting out of balance...people who are chronically stressed tend to place an extra load on their bodies. Too much stress hurts us, and can even be a factor in early death.

It is important to develop techniques to reduce stress and improve our health, sleep quality, concentration, time management, effectiveness at conflict resolution, and assertiveness.

To achieve these goals, we must learn:

1. **To monitor our reactions to stress through awareness of the body**
2. **New ways to relax and practice in daily life**
3. **How to restore energy drained by prolonged stress, and to change habits**

In this User Manual, you'll find everything you need to know about using Alive, including an 8-Week program and details about specific techniques you can use to rebalance your attention and your body to be "in flow."

If you are using Alive with a child or teen, make sure to read the Alive for Young Users section of this User Guide.

Getting Started

ABOUT THE ALIVE BIOFEEDBACK HARDWARE

Alive requires finger-sensor hardware that is included in the complete package. This clinical-quality hardware is simple to use and amazingly accurate, capturing your heart rate variations and sending them to the Alive interactive interface.

How easy is it to use? Slip your fingers into the finger sensors (see notes under "Launch Alive" on the next page) then launch Alive. Alive does the rest.

If during your training session your finger sensors become disconnected, Alive will let you know and automatically pause until it detects that the hardware has been reconnected.

Alive will also let you know if it is having trouble reading your heart rate, and will suggest that you apply lotion to your fingertips or warm your hands to correct the problem.

Caring for your hardware: Store in a cool dry place. Do not submerge — if you need to clean the hardware at any time, use alcohol wipes designed for computer screens.

MINIMUM SYSTEM REQUIREMENTS

Alive Biofeedback Hardware — Wild Divine Lightstone or Healing Rhythms finger sensors

Windows XP or Vista operating system

Intel Pentium IV Processor

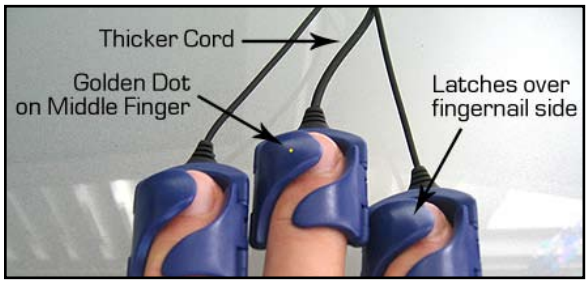
128 Mb OpenGL Video Card

512 MB RAM

CD-Rom Drive

1 GB of Disk Space

For people of all ages



Please use the support page for customer service: http://www.somaticvision.com/support/

INSTALL ALIVE

Close all open Internet Explorer or other browser windows before beginning installation of Alive.

To install Alive, double-click the Alive_WD_Setup.exe file from your installation CD or at http://www.somaplay.com/public/trial/alive.

Follow the installation instructions. The default options will work for most users (Simply click Next / OK).

LAUNCH ALIVE

Before launching, set up and attach the finger sensors.

1. Attach the USB cable to the blue box and to your computer. Put the thin end of the cable into a USB port on your computer. Put the thicker end into the square slot of your blue hardware box. If you are prompted to install a driver, allow Windows to automatically search for a driver.
2. Attach the round end of the finger sensor cable to the other end of your blue box, with the small arrow on the round cable facing upwards (remove the cap on this cable if it is present). Inserting the cable in the correct orientation avoids damage.
3. Put the finger sensors on, making sure the latches are over the fingernail side of the fingers.
4. The middle finger sensor is at the end of the thicker cord. Put your middle finger through the 'doors' of that sensor, so that the small golden dot on top of the finger sensor is directly above your fingernail. Place the other two finger sensors on your index and ring fingers.

Make sure the finger sensors are all oriented so that the latches are near the top of your finger, over your fingernail.

When first running Alive, you may receive a security alert. You must click "unblock" or "always allow" in order for Alive to function.

Launch Alive! Go to Start Menu -> All Programs -> Alive for Wild Divine and click Alive

Get Comfortable

To have success, you'll want to optimize your physical environment when you are first learning.

- Make sure you are comfortable and make sure you're not hungry or thirsty and don't have bathroom needs.
- Wear comfortable clothing that doesn't stop your breathing (abdominal breathing)
- Remove any distractions from your environment: turn the ringer off the phone, no TV, etc.
- Coffee, tea and other stimulants should be avoided, as they can make relaxing difficult.

ALIVE ORIENTATION WITH YOUR COACH

The first time you run Alive, you will be walked through an Orientation with the Alive Coach.

Set aside about 20 minutes for this Orientation, during which you explore your own responses to stress, and learn about the clinical causes for what you are feeling when you are pressured, overwhelmed, or scared.

You will learn how to recognize the symptoms of stress, and will learn several techniques for managing your body's "unconscious" response to stress. One of the things you will learn to do is pace your breathing, using a visual breath pacer.

The Coach will finish the Orientation with a Spoon-Bending Test that will demonstrate to you that you're already learning to master your stress.

Once you pass the Spoon-Bending Test, you will be able to access the Alive Main Menu. You'll be able to play games, explore beautiful environments, and practice techniques. You'll also be able to readjust your breath pacer, review training sessions, add users, and repeat the Orientation session any time you want to.

ABOUT THE COACH

The Alive Coach is integrated throughout the Alive experience. After your Orientation, the Coach will monitor your progress, and keep records of your training sessions and progress.

As a complement to your training, the Coach will notice when you may need a hint or a suggestion and offer appropriate advice.

The Coach also offers a series of mini-workshops called Alive Coach Workshops.

The Alive Main Menu

The first thing you'll notice when you look at the Alive Main Menu is that there are three main categories of training activity: Alive Coach Techniques, Alive Environments, and Alive Games. Each has a drop-down menu of fun activities you can use to train yourself in different ways and for different durations of time.

As you use these games and tools, you will see heart rate smoothness and usage data for each category, reflecting your training and progress.

Here is a quick overview of what Coach Techniques, Environments, and Games are all about, which we'll follow with detailed information.

Alive Workshops — A set of short workshops in which our Coach works with you to help you focus on different aspects of heart rate smoothing and build skill.

Alive Environments — A much more visual, less intellectual approach to learning to relax and smooth your heart rate.

Lovely abstracts, images, and geometrics respond interactively with your breathing and heart rate smoothness levels.

Alive Games — For the competitor, and when you're in the mood for fun, Alive offers specially-designed casual games.

Alive provides two versions of its Dual Drive car-racing game (relax to accelerate!) and a series of mini-games that challenge you to smooth your breathing enough to make flowers bloom, change the seasons, build your dream house, and more.

As we've mentioned, the Coach is always with you. Use the resource tabs along the left side of the Main Menu.

You can access session review information, repeat the Orientation session, adjust your personalized breath pacer, and create new users at any time.

Alive Workshops

There are many ways to approach relaxation, and you can use Techniques anytime to work one-on-one with your Coach on specific elements of heart rate control.

Explore the menu of Techniques to learn ***Ways to Breathe, Relax Your Muscles, Pace Your Breathing*** and see if you are ***Trying Too Hard.***

Each workshop takes about 5-10 minutes.

Alive Environments

We don't always achieve the best results when we rely only on our intellect to modify behavior. Environments use interactive audio and visual cues to lead you to make shapes glow, morph and move — or to increase the volume and calming impact of music selections.

Clinical use of these environments has proven that using them improves motivation, compliance with a set training program and trainees' commitment and self-regulation skills. They are especially good for people who respond poorly to "tests," avoiding the negativity of a pass/fail polarity.

Alive Games

And now for the really fun part! Games are developed with many different types of users in mind. People of any age or taste can easily find a game that is fun and engaging to use to help them advance to a higher Heart Rate Control Level.

Games include two versions of the ***Dual Drive*** car racing game. Dual Drive Auto Pilot enables you to build and master techniques for self-regulation, while Dual Drive Manual Pilot challenges you to maintain these self-regulating skills under a more stressful environment, better suiting your learning to day-to-day stress.

Games also includes a growing array of mini-games: You will begin the session in a starting state and use your heart rate smoothness to achieve a goal. Build Your ***Dream House***, use your ***Green Thumb*** to make a hyacinth bloom, propel a natural scene through the ***Four Seasons***, dock your ***Alien Shuttle*** into the mothership, and enjoy a scenic ***Night Flight*** through a cityscape.

The Breath Pacer

Though the breath pacer is easy to use, many beginners will not be relaxed by paced breathing until they have practiced it a bit. Some will never enjoy following a pacer, instead breathing slowly at their own rhythm, which is also OK.

One of the benefits of the pacer, however, is that it can be adjusted to help you slow your breathing from its natural rate to a more relaxing, lower pace.

Whether or not you incorporate the breath pacer into your intermediate and advanced Alive exercises, you must remember paced breathing is important. When stressed, you can consciously slow your breathing down and release pressure very efficiently.

Creating Your Own Alive Program

Every person who begins using Alive has different existing strengths and weaknesses, a different level of exposure to stress, and a different way of learning.

Your results will spur you forward, increasing the level of challenge when you succeed and encouraging you to follow Coach suggestions when you need to build skill in order to advance.

You can use Alive in your own way, crafting as program that works for your lifestyle.

Your own program works best if you to set aside one hour a week for sessions with Alive, trying to make each session last at least 10 minutes.

What If I Am Not Seeing Progress?

Some people will find it harder to contro their herat rate variation at first. The best way to "break through" is to practice Progressive Muscle Relaxation (See the section in the *Tools & Techniques* appendix of this User Guide) before playing, to release tension stored in the muscles.

Also, if you are having trouble progressinh to higher levels of HRV, smoothness, try changing Environments more often, doing more and shorter practice sessions with Alive.

Extending Alive Beyond the Computer

If you are looking for a more comprehensive way to use Alive, we encourage you to follow our Alive & Beyond 8-Week Program, which extends Alive beyond your computer into other practices that will help you.

The Alive & Beyond 8-Week Program™ has been developed to help you get the most out of Alive, bringing in off-screen concepts and exercises to complement the Alive software.

If you are a parent or guardian using Alive with a child, make sure to read the **Alive for Younger Users** section that follows the Alive & Beyond 8-Week Program information.

The Alive & Beyond 8-Week Program

Somatic Vision developed the Alive & Beyond 8-Week Program to give people a structured process for creating change in their lives.

The program uses techniques and principles from disciplines including yoga, meditation, Cognitive Behavioral Therapy.

Cognitive Behavioral Therapy (CBT) is a particularly important source of techniques. CBT treatments have been effective in addressing mood disorders, anxiety disorders, personality disorders, eating disorders, substance abuse disorders, and even psychotic disorders.

You may want to follow the Alive & Beyond 8-Week Program exactly, or you may want to tailor it to your needs. Either approach will help you achieve stress relief and peak performance.

WEEK 1

1. Go through the Alive Coach Orientation, which begins when you use Alive for the first time. Alive will teach you about stress, heart rate variation, and breathing. You'll also complete a questionnaire and set your own optimal breathing rate.
2. Explore at least one Alive Environment, playing for at least 5 minutes.
3. Between sessions with Alive, practice optimal effortless breathing 3 times a day, for five minutes at a time: twice while laying down, and once in a sitting position.

WEEK 2

1. Take the Alive Relax Your Muscles Workshop, which will teach you a technique called Progressive Muscle Relaxation.
2. Read the Progressive Muscle Relaxation section in the *Tools & Techniques* appendix to this User Guide.
3. Practice the long version of Progressive Muscle Relaxation for the first 3 days, then alternate daily between the long and the short versions.
4. Play at least one Alive Game daily, adding a daily game of Dual Drive on auto pilot toward the end of the week.
5. Between sessions with Alive, take 2 daily breathing breaks of 5 minutes each.
6. Read the Today Log section in *Tools & Techniques.* Keep a simple Today Log of your responses to stress, using any format you

choose. Examples of logs can be found in *Tools & Techniques.*

7. Try to gain more than 100 Alive points daily and reach 800 total points by week's end.

WEEK 3

8. Read the Zoom Out section in *Tools & Techniques.*
9. Add Zoom Out, an attention-shifting technique, to your routine.
10. Read the Body Scan section in *Tools & Techniques.*
11. Practice the Body Scan for 40 minutes at least twice.
12. Play Alive Dual Drive on auto pilot at least twice, and Alive Dual Drive on manual pilot three times.
13. Keep logging your responses to stress. Consider using a 1-10 scale to represent how much stress you are feeling in each situation.
14. Try to gain more than 200 Alive points daily and reach 2000 total points by week's end.

WEEK 4

1. Add the Body Scan technique to your regular daily practice.
2. Take 3-minute breathing breaks twice daily, and short Body Scans and Progressive Muscle Relaxation routines twice during the week.
3. If you wear a wristwatch or use a cell phone to tell the time, cover the time readout with a sticker — this will remind you to let go. Any time you notice the sticker, take a moment to notice if any muscles are over-tensed...then take one deep breath, relax and let go...return to your daily activities.
4. Play a new Alive Game. When getting "stuck," read the Change the Channel section in Tools & Techniques.
5. Read the Mental Mini-Breaks section in *Tools & Techniques.* Practice one of the Mental Mini-Breaks.
6. Read the Internal Dialogue technique section in *Tools & Techniques.* Go over your Week 2 log. Use one of the Internal Dialogue techniques: Choose a moderately-stressful situation that caused you stress, and make an internal decision to respond differently. Make a commitment to let go once you encounter this type of situation again, and apply your new behavior in the coming week.
7. Try to gain more than 200 Alive points daily and reach 3500 total points by week's end.
8. Stress naturally accumulates in our muscles. To improve the results of this Alive program, we highly recommend you engage in a half-hour of physical activity at least twice.
9. Yoga, though demanding at first, and T'ai Chi are highly recommended.

WEEK 5

1. Continue taking 3-minute breathing breaks twice daily, and perform short Body Scans and Progressive Muscle Relaxation routines twice during the week.
2. Use the sticker on your wristwatch or cell phone to remind you to let go. Practice one of the Mental Mini-Breaks.
3. Play a new Alive Game. When getting "stuck," take a Mental Mini-Break.
4. Go over your Week 2 log. Use one of the Internal Dialogue techniques: Choose a moderately-stressful situation that caused you stress, and make an internal decision to respond differently. Make a commitment to let

go once you encounter this type of situation again, and apply your new behavior in the coming week.

5. Try to gain more than 200 Alive points daily and reach 6000 total points by week's end.
6. Continue engaging in a half-hour of physical activity at least twice during the week.

WEEK 6

1. Read the Mindfulness section in *Tools & Techniques.*
2. Choose a resolve — a sentence worded positively (for example, try "I will feel safe" instead of "I will not feel anxious"). Repeat your chosen phrase whenever you feel a need for affirmation.
3. In Alive, as you play Games or explore Environments, work with the graph of your heart rate smoothness. Try to "stress yourself out" and then create a smooth graph as your consciously relax. This will enhance your belief in your ability to succeed in specific situations. A well-developed sense of self-efficacy can play a major role in how you approach goals, tasks, and challenges.
4. Decide to take a short break at a time that is unusual for you. You may invite someone and share a thought or dilemma. Social support is a great way to reduce the effects of stress.
5. See the Gains vs. Drains section in *Tools & Techniques.* Make a list of Gains and Drains.
6. Manage the amount of time you spend watching television during this week. Choose an activity from the Gains column instead. Do it at least once a week for the rest of the program. Try to make this a permanent habit.
7. Try to gain more than 200 Alive points daily and reach 7500 total points by week's end.
8. Continue engaging in a half-hour of physical activity at least twice during the week. Try to make this a permanent habit.

WEEK 7

1. Keep practicing Mindfulness twice a week.
2. Train with Alive at least 10 minutes a day, playing whichever Game you wish.
3. Choose a new resolve for this week. Whenever you notice tension, let go of it... say your resolve phrase
4. Practice breathing in crowded places, in your office, or at home when children are around.
5. Do at least one Gain activity from your Gains and Drains list. Commit to changing at least 2 draining behaviors.
6. Try to gain more than 200 Alive points daily and reach 9000 total points by week's end.
7. Continue with regular physical activity and at least one positive social interaction.

WEEK 8

1. Practice at least 2 of the techniques you felt helped you the most during the past 7 weeks.
2. Use the short Change the Channel Mini-Breaks to cue bodily reactions and make them your habitual techniques for reducing stress.
3. Choose regular times to practice your techniques, perhaps pairing them with another habit such as brushing your teeth.
4. Play Alive Games using those techniques.
5. Continue with physical activity to maintain the results you achieved using this program.

Alive For Younger Users

Many adults seek therapy to learn new ways to cope with stress or to recover from stressful childhood experiences.

Children also confront difficult challenges, social stressors, and changes but lack the control over their lives that adults enjoy. It makes a lot of sense to give children and teens tools to gain control and deal with life in a flexible manner.

Very young people are usually unaware of tension and stress, but often look for better ways to gain control of their lives. The breathing and awareness of the body Alive teaches can give a sense of control that keeps a complex or stressful situation from becoming more difficult or confusing.

The brain and emotions function in a harmonious way, the heart playing a very important role in shaping our thoughts and responses. The sooner we learn how to regulate our emotional state, the sooner we will enjoy better health and well being. We will be able to use our inner wisdom and potential and better fulfill our potential.

Alive training is a wonderful way to teach children to calm their minds and emotions, focus into their heart and learn how to have a happier, more caring, productive and safe environment.

Relaxation is not natural in young people. Instead of focusing on relaxation with young people, it is better to aim to improve their flexibility in confronting daily stressors. They are usually not aware of tension and stress, and do not understand how it affects them physically. But they are looking for better ways to gain control of their lives.

The process of using Alive to help children and teens can include these stages:

1. Identifying stressors and their effects on daily life.
2. Explaining what physical effects stress
3. Teaching better, more flexible ways to cope with stress using Alive Games and Environments.
4. Taking the process into their daily lives.

Don't be surprised if a child using Alive finds it easier than an adult — most children learn to control their HRV much faster than adults.

Behind Alive

Alive Techniques, Games, and Environments have been created in partnership with a leading biofeedback expert.

Oded is a Clinical Psychophysiologist who has developed biofeedback programs to help military personnel keep a clear headand effectively face difficult situations, and effectively manage an array of decisions and tasks at hand.

Since stress is one of the main causes of such medical conditions as anxiety disorders, chronic illnesses and neurological problems, Oded's clinical approach is focused on effective and sustainable stress management. He integrates biofeedback in his treatment programs to help patients manage stress and condition them for further therapy.

Some children with an impulsive nature or with attention issues find it hard to concentrate for a long time, however, get bored quickly and have low threshold for noise (are easily distractible) and should be given frequent changes of Environment. The learning process should be made playful for them, as you'll see by our recommendations in this section.

HOW CAN CHILDREN AND TEENS BE HELPED TO UNDERSTAND STRESS?

Young people can identify stressed behavior: people yell and scream, or become very quiet, or run away. Young people should be asked to understand that stress affects everyone, including their teachers, mothers, and fathers.

They can see that stress passes from one person to another. If you are working with a young person, give examples of this that they can recognize from past experience. Perhaps they remember feeling stressed before an test, when they stay alone with strangers, when other kids pick on them, or when their parents argue or do not listen adequately to their problems.

Next we will explain our reaction to stress by exploring the evolutionary roots of the stress reaction. When our ancestors were "cave men," hunting or being suddenly attacked in the wilderness. This caused immense stress and these ancestors had to quickly confront immediate and extreme danger. To enable an effective reaction, many changes had to quickly occur in the body: our ancestral hearts pounded faster, we sweated and our muscles filled with energy so we could run away to a safer place — or fight.

Today, fear of failing an exam or being late to school can trigger the same reactions — as if we are under very serious threat…and we react much the same way as our ancestors did when they confronted a dangerous animal or a life-threatening situation.

While teaching children and teens new coping skills we have to emphasize the link between inner and outer worlds while training. A good way is to explore their inner reactions with the **Alive Workshops Graph Training**. We can discuss the results with them and then encourage them to take this new physical awareness into daily activities. For example:

Dave, 12, is very upset because children are laughing at him for being short. They call him a dwarf. In return, he gets angry and explodes at them, making the whole process of mocking him fun to other children.

How can he break this cycle?

1. While Dave is training with the Alive Graph Training, we can talk to him about his experiences as he watches his heart rate variability (HRV) and other measurements changing on the screen .
2. Then, we can teach him a basic breathing technique using Alive Workshops Ways to Breathe. Because sometimes children get bored, feel free to be creative and adapt the breathing technique as you wish. For instance, you can use soap bubbles to teach your child the pursed lips breathing technique. Try this:
3. Start with a physical exercise or by having the child tense and release the fists with rubber balls. This is to help build a familiarity with letting go, which is much easier to do after tensing and releasing the muscles (see also the **Progressive Muscle Relaxation** section of the *Tools & Techniques* appendix).
4. After that we can use children's great visualization abilities — ask the child or teen to imagine lying on the couch like a rag doll or some very well cooked spaghetti…no tension in the muscles.
5. Then we can start teaching effortless breathing in a playful way, using soap bubbles. They can first blow bubbles without guidance.
6. Now begin blowing big bubbles and small ones, differentiating. This will have to be done by changing the speed of the exhale.
7. After that, talking about abdominal breathing vs. chest breathing is helpful. Direct the child or teen to blow gently, filling the abdomen on inhale.
8. Depending on the child's age, continue determining the natural breathing pace. Expect anything between 6-10 breaths per minute, depending on fitness and age.
9. The last part: Play any Alive Mini-Game.
10. Homework for this session is to take some time to blow bubbles effortlessly and at the natural breathing rate at home.

Once the child has mastered abdominal breathing, we can proceed and teach him how to perform a mental shift using Alive techniques such as **Change the Channel** or **Zoom Out** (see Appendix).

Once these techniques have been used successfully and the young person can see a shift in physiological state, we can suggest using this technique in school and to keep track of the results in the **Today Log** (see Appendix). As he gets better training in the longer techniques the child can move to **Mental Mini Breaks** (see Appendix) and enjoy a similar effect.

Keep the Graph Training in the mix, as it serves as a wonderful way to show a young person how it is possible to gain control of responses to stresses in daily life.

This learning process enables the child to develop continuity of awareness between what happens inside the body and how it later influences behavior.

After this the child can build skills in a fun way by playing **Alive Games Dual Drive**. Every time the car stops, he can use a short Mental Mini Break to regain momentum, and then return to racing.

The same Mini Break can then be applied whenever the child needs to change his attitude towards something that "threw him out of balance."

Benefits of Alive training for children and teens include:

Concentration — The ability to concentrate is a component often missing in educational programs. Acquiring better concentration ability requires a lot of training and is dramatically influenced by the state of arousal. Combining both factors with an Alive Game such as **Green Thumb** or **Dream House** is an efficient way to train for better concentration.

Impulse Control — Graph Training is good for this.

Imagery & Visualization — Because imagination is a main contributor to children's fears, it can be used by the child to confront them. Children are less habit-enslaved than adults, so imagery and visualization are wonderful techniques to bring them to a relaxed state.

With practice, a child or teen can learn to consciously create images to distract them from various environmental stressors and help them feel safer.

1. Instruct the child to find a quiet comfortable place, let go, and be relaxed
2. Start with 5 abdominal breaths.
3. They should then close their eyes and visualize a scene with a sensory image. Start with a sensory image that is happy for them (smell, sight, touch, taste). Perhaps it's a stone sinking into a pond, clouds passing in the sky, the smell of Grandma's muffins, memories of a special place where they felt happy and secure). Review several images — daydream! — and simply let them emerge before selecting one that works well at any given time.
4. Move their focus from outside experiences and distractions in the environment into inside experiences within their body.

Make it fun!

Encourage the child or teen to use active imagery and a return to focus on the body whenever needed during the day.

If you are guiding a very young user with Alive, make sure to walk them through Alive Workshops, Games and Environments at first, reminding them that confidence and belief in their ability to succeed will give them higher scores and better performance.

Stress Control Levels

Throughout Alive, you will see references to Stress Control Levels. What do these mean?

Stress Control Level ratings reflect your mastery of the techniques you are using to gain control over your stress, reducing its effect on your ability to breathe, think, and react calmly and efficiently.

Levels 1 to 5 — Novice

You advance through these levels as you complete the initial Orientation, and as Alive records your successes with smoothing your heart rate as you play Games, explore Environments, and use Workshops.

As you move through these levels, you'll receive bonuses for training for at least 10 minutes in a single day, and for training for at least 10 minutes each day for all 7 days Sun-Sat in one week. By the time you have completed Level 5, you'll have accrued 800 Alive points.

Levels 6 to 15 — Intermediate

As you move through these more advanced levels, your sense of well being is enhanced and you feel that you have more control over your thoughts and emotions. By the time you have completed Level 5, you'll have accrued 5000 Alive points.

Levels 16 to 20 — Advanced

Users have mastered many techniques and are achieving consistently high heart rate smoothness levels.

At this level, the tools and techniques you have learned

are easier to remember and you are using them regularly to achieve better concentration, decision-making, and emotional balance. By the time you have completed Level 5, you'll have accrued 9000 Alive points.

Above Level 20 — Expert

You'll be so skilled at reducing stress and facing challenging situations calmly and efficiently, with "flow," that you will practice your techniques often and share them with others who can benefit from your expertise.

Music and Relaxation

Relaxation with music is among the easiest, most effective forms of: Music is a great stress management tool. It affects your body, mind and emotions. Listening to music induces physical changes — it can promote relaxation of tense muscles and enable you to effortlessly release some of the tension you are carrying from a stressful day. Music can help you get 'into the zone' when practicing HRV training and it distracts from unwanted, stressful thoughts.

Music can also help you feel energized when it is desired. It can help dissolve the stress when you're just melting into the couch, riding the waves of the music. Some kinds of music help your brain get into a meditative state.

Try some of the musical environments in Alive to find which aids you the best. You can also use your own music accompanied with some pictures or a slide show of loved ones or favorite locations.

Tools & Techniques

Optional Off-Screen Exercises and Techniques to use in conjunction with Alive.

PROGRESSIVE MUSCLE RELAXATION — FULL FORM

There are three steps to the Progressive Muscle Relaxation procedure:

1. **Deliberately tensing muscle groups**
   The process of applying tension to a muscle is essentially the same, regardless of which muscle group you are addressing. First, focus your mind on the muscle group; for example, your right hand. Then inhale and simply squeeze the muscles as hard as you can for about 10 seconds.

2. **Releasing the induced tension**
   This is the best part because it is pleasurable! After the 10 seconds, just quickly and suddenly let go. Let all the tightness and pain flow out of the muscles as you exhale. Feel the muscles relax and become loose, tension flowing away like water from a faucet. Focus on and notice the difference between tension and relaxation.

3. **Letting go of any residual tension**
   Enjoy the feeling of letting go and focus on that feeling, here and now.

Sit in a comfortable chair. Get as comfortable as possible — wear loose clothes, if possible no shoes, legs uncrossed.

Think of a time you have experienced when you were unusually relaxed and carefree. Take a deep breath; let it out slowly. And again...

What you'll be doing is alternately tensing and relaxing specific groups of muscles. After tension, a muscle will be more relaxed than prior to the tensing.

Concentrate on the feel of the muscles, specifically the contrast between tension and relaxation. In time, you will recognize tension in any specific muscle and be able to reduce that tension.

Let go of all muscles other than the specific group at each step.

Remember to breathe, and avoid trying too hard. Breath slowly and evenly and think only about the tension-relaxation contrast.

Each tensing is for 10 seconds; each relaxing is for 10 or 15 seconds. Count "1,000 2,000..." until you have a feel for the time span. Note that each step is really two steps — one cycle of tension-relaxation for each set of opposing muscles. Do the following sequence once a day if you can, until you feel you are able to control your muscle tension.

(After learning the full PMR procedure as follows, you may spend about 10 minutes a day maintaining your proficiency by practicing the shortened form of the procedure, detailed at the end of this section.)

If you have problems with pulled muscles, broken bones, or any medical contra-indication for physical activities, consult your doctor before engaging in PMR.

1. **Hands.** The fists are tensed (about 10 seconds)... now relax and let go. The fingers are extended...now relax and let go.

2. **Biceps and triceps.** The biceps are tensed (shake your hands to make sure you're not tensing them into a fist)...now relax...and let go. Drop your arms to the chair — really drop them). The triceps are tensed (try to bend your arms the wrong way)...now relax and let go. Drop your arms and feel the ease in the

muscles.

3. **Shoulders.** Pull your shoulders back (careful with this one)..now relax...and let go. Push the shoulders forward (hunch)...now relax and let go. Raise your shoulders as if to touch your ears. Relax and let go.

4. **Neck (side-to-side).** With the shoulders straight and relaxed, turn your head slowly to the right, as far as you can...now relax and let go. Turn to the left; relax and let go.

5. **Neck (forward).** Dig your chin into your chest... now relax and let go. *(Bringing the head back is not recommended, as you risk damage to your neck.)*

6. **Mouth.** Open your mouth as wide as possible... now relax. Bring your lips together and purse them as tightly as possible...now relax.

   Optional

   7. *Tongue (extended and retracted). With mouth open, extend the tongue as far as possible... now relax, letting your tongue sit in the bottom of your mouth. Bring your tongue back in your throat as far as possible...now relax.*

   8. *Tongue (roof and floor). Dig your tongue into the roof of your mouth...now relax. Dig it into the bottom of your mouth...now relax.*

   9. *Eyes. Open eyes wide as possible, furrowing your brow...now relax. Close your eyes tightly...now relax. Make sure you completely relax the eyes, forehead, and nose after each of these tensings.*

10. **Breathing.** Take a deep breath — and then take a little more...now let it out and breathe normally for 15 seconds. Let all the breath in your lungs out — and then a little more...now inhale and breathe normally for 15 seconds.

11. **Back.** With shoulders resting on the back of the chair, push your body forward so that your back is arched...now relax and let go. Be very careful with this one.

12. **Butt**. Tense the butt tightly and raise pelvis slightly off chair...now relax and let go. Dig your pelvis into your chair...now relax and let go.

13. **Thighs.** Extend legs and raise them about 6" off the floor or the foot rest, without tensing your stomach. Relax and let go. Dig your heels into the floor or foot rest...now relax and let go.

14. **Stomach**. Pull in your stomach as far as possible... now relax completely. Push out the stomach or tense it as if you were preparing for a punch in the gut, remembering to keep breathing...now relax and let go.

15. **Calves and feet.** Point the toes (without raising the legs)...now relax and let go. Point the feet up as far as possible (beware of cramps — if feel them coming on, shake them loose)...relax and let go.

16. **Toes**. With legs relaxed, dig your toes into the floor...now relax and let go. Bend the toes up as far as possible...now relax and let go.

17. **Now just relax for a while.** As your days of practice progress, you may wish to skip the steps that do not appear to be a problem for you. After you've become an expert on your tension areas (after a few weeks), you can concern yourself only with those. These exercises will not eliminate tension, but when it arises, you will know it immediately, and you will be able to "tense-relax" it away or even simply wish it away.

PROGRESSIVE MUSCLE RELAXATION — SHORT FORM

In the shortened form of PMR, you will work with summary groups of muscles rather than individual muscle groups, then begin to use visual or verbal cues to control your relaxation.

Muscle groups: Arms, fists, shoulders, abdomen, lower limbs.

Cue-controlled relaxation. Use the same tension-relaxation procedure as full-form PMR, working with

the summary groups of muscles.

In addition, focus on your breathing during both tension and relaxation. Inhale slowly as you apply and hold the tension. Then, when you let the tension go and exhale, say a cue word to yourself.

This will help you to associate the cue word with a state of relaxation, so that eventually the cue word alone will produce relaxed state (relax, calm, serene).

You can instead use an image that evokes a feeling of letting go.

GAINS VS. DRAINS™

We engage in a lot of activities and worries that drain energy. Usually these take up most of our time. Though we usually don't take the time, it is important for us to do things that can help us regenerate and add happiness to our lives.

The lists below show examples of things that drain vitality and things that are "Gains" in life. Make your own list of Gains and Drains.

DRAINS

- A work load that is too heavy
- Financial burdens that seem overwhelming
- Bad relations with neighbors
- Headaches

GAINS

- Seeing theater or performing arts
- Practicing yoga, T'ai Chi, or Aerobics
- Having coffee with a friend / family member

Ask yourself:

1. How much time do I spend during the week doing activities from each list?
2. Can I commit to adding more from gains column and deal better with Drains?
3. What can I add to the Gains that is reasonable and will make me happier?

Alive in Your Life

These techniques have been shown to help with:

- **Improving quality of sleep**
  Shallow, interrupted, or elusive sleep can be caused by extra adrenalin...Worries, anxiety, racing mind, overtensed muscles and even positive expectations.

  Try this: Short Progressive Muscle Relaxation sequence, followed by 20 abdominal breaths counted backward. Then a do a Body Scan.

- **Improving preparation stage before an exam or an oral presentation**
  Anticipation anxiety and stressful emotionsare very common

  Try this: 5 minutes of abdominal breathing counted backward from 100. Then try the Change the Channel technique, visualizing the outcome you wish to have (feeling great after giving an optimal performance).

- **Alleviating intense stress**
  Had a great disappointment in work, an argument with a child or a friend?

  Try this: Zoom Out combined with abdominal breaths. Cultivate warmness and openness (You can use Mental Mini-Breaks) while practicing effortless pursed-lip breathing

- **Waking up feeling very tired and unfocused**
  In the morning, before you start another busy day, take a few minutes to fine-tune and reset your emotions, thoughts, and body — the way an orchestra tunes up before a concert.

  Try this: Focus on your exhale and count to 4... Focus on your inhale and count to 4... And so on. Now take one of the Mental Mini-Breaks, choosing the one that best suits your hopes for the day.

Date	Time	What happened	How I felt (1-10)	What I thought	What helped
6/24	8 pm	Found out that Steve is getting a new bike tomorrow	Jealous 6 Sad 5 Offended 6	Offended that I wasn't. I am not lovable. And why the secrecy? Jealous that he'll get to have great time and I'll be stuck at home. Sad that my parents didn't think I deserve a new bike too.	Talked to my parents about it; found out that they also ordered a new pair of bike for me. Ate a great sandwich.
6/25	8 pm	Beth went to a movie a with Meg	Jealous 7	I am not their real friend. Why do they always leave me out?	Was upset for 2 hours until I came home and then I hung out with John and forgot about it.
6/27	12 am	Saw a sad movie	Sad 5	Thought about all the other sad things in my life.	Went to sleep.
6/27	4 pm	Saturday afternoon and I hadn't done any of the things I was planning to do during the weekend.	Anxious 8	I am no good, My parents will really be dissapointed of me	Ate ice cream, felt angry at myself instead, slept, procrastinated until the last moment, and then did as much as I could until midnight.
6/28	5:30 pm	I have nothing urgent to do but a million things to do, in general	Overwhelmed 5 Nervous 4	Worried about being yelled at for not doing something. Worried that I won't do the things I need to do and then I'll get a super-important home work and I won't ever be able to finish the things I need to do. Worried about what to do with a particular task that's not going anywhere.	This just never ends.

Today Log example, see facing page

TODAY LOG™

Keeping a Today Log helps you identify what things that happen during the day cause you to succeed or hinder your success.

You can use any format you choose, though the example below is a good starting point.

For a younger Alive user, the Today Log might look more like the example on the facing page.

Stressful event	Level of stress 1–10	Undesired thoughts	Feelings & symptoms	I wish I had been thinking…	What did I do that helped me cope?	GAINS Something fun or boosting I did today	DRAINS What did I do today that was unhelpful?
Studying for an exam	8	I am going to fail. I will not get into medical school	Anxiety, fast heartbeat, lack of focus, memory black outs	I am doing my very best. Worst case, I retake the test.	Took break. walked, did breathing exercises, then got back to studying	Had coffee with a friend	Worrying, emotional eating

ZOOM OUT™

After you have read through this exercise, try recording it in your own voice and playing it back for yourself so you can focus.

You can also have someone you trust read it for you, leading you through as you practice.

Quietly imagine...

That your right hand thumb is filled with space...notice the sensations...now zoom out and imagine the space between all your fingers...your first fingers...middle fingers...fourth fingers...little fingers...hands and fingers are filled with space...

Imagine the space in the region between the tips of your fingers and your wrists...between your wrists and your elbows...between your elbows and shoulders... between your shoulders...filled with space...

Zoom out...

The regions inside your shoulders, and the regions between your shoulders and fingertips are filled with space...connecting to the space between your eyes... ears...throat...shoulders...

Zoom out more...

The space in the region between your eyes and the back of your neck...between the bridge of your nose and the back of your head...between your temples... this space...of the forehead...brain...your whole head and spine are filled with space...

Your whole head and your face are filled with space... which is coextensive with the space between your shoulders and in your shoulders and arms, hands and fingers...

Connecting to the space inside your lungs...inside your bronchial tubes as you inhale and exhale...the space inside your throat...your nose, as you inhale and exhale...

Zoom out...

Your upper and lower abdomen...your lower back are filled with space...

Your body from the diaphragm down is filled with space, including the diaphragm, your stomach, your belly, your pelvis and your feet and toes...

Your whole head...face...neck...your whole body, including your hands and pelvis...are filled with space...

Your whole being fills with air when inhale and your whole being is left filled with space when you exhale...

Zoom out...

Imagine the space inside your whole body and the space around your body...the space above your head and beneath your chair, and the space in front of you to your sides...Let yourself attend equally to all the sounds that are available to you, the sound of my voice, the sounds of you and others in the room, and any other sound that you are able to hear...

Now observe yourself as if you were looking at yourself with through a camera from above...

Zoom out to see yourself and your surroundings.... zoom out more to see yourself within the larger space you are in, the neighborhood you are in

connecting you to the people you love...within the larger area where your loved ones are, and zoom out even more...

> *As you continue to practice Zoom Out, you will increase your ability zoom out and shift your attention faster, more completely and more effortlessly. Your imagery will become more vivid, and your ability to shift your attention will improve, and your feelings of well being will grow.*

BODY SCAN

> *After working or performing tasks in a thinking-intellectual mode, the Body Scan technique gives us the power to shift our attention, returning home to our body, cultivating a quiet mind.*
>
> *After you have read through this exercise, try recording it in your own voice and playing it back for yourself so you can focus.*
>
> *You can also have someone you trust read it for you, leading you through as you practice.*

Relax

Become aware of sounds in the distance...become aware of the most distant sound that you can hear.

Let your sense of hearing operate like a radar beam... searching out distant sounds and following them for a few seconds.

Move your attention from sound to sound...without trying to identify the source.

Gradually bring your attention to closer sounds...to sounds near by…and then to sounds closest to you.

Now feel your body as it is in relation to the space around you.

Become aware of the existence of your physical body... total awareness of your body.

Your body is as still as possible...become aware of all the meeting points between your body and its surrounding.

Become aware of your breath...become aware of your deep, natural, easy, spontaneous breath.

Keep on listening to these words, and know that you are breathing.

The practice of Body Scan begins now...say mentally to yourself: I am going to practice body scan. I will not sleep. I am going to practice Body Scan.

Resolve

This is the time to make a resolve.

A simple resolve. Something like: Every day that goes by, I will feel better and better. Please say your resolve clearly with feeling and awareness three times.

Body

Concentrate on...

Your right-hand thumb, second finger, third finger, fourth finger, fifth finger, palm of the hand, back of the

hand, wrist, lower arm, elbow, upper arm, shoulder, armpit, waist, hip, right thigh, knee, calf muscle, ankle, heel, sole, top of the foot, right big toe, second toe, third toe, fourth toe, fifth toe...

Your left-hand thumb, second finger, third finger, fourth finger, fifth finger, palm of the hand, back of the hand, wrist, lower arm, elbow, upper arm, shoulder, armpit, waist, hip left thigh, knee, calf muscle, ankle, heel, sole, top of the foot, left big toe, second toe, third toe, fourth toe, fifth toe...

Your right shoulder, left shoulder, right shoulder blade, left shoulder blade, pelvis from right to left, the spine... the whole of the back together...

The top of your head, forehead, right eyebrow, left eyebrow, the eyebrow center, right eyelid, left eyelid, right eye, left eye, right ear, left ear, right cheek, left cheek, nose, tip of the nose, right nostril, upper lip, lower lip, chin, jaw, throat, right collarbone, left collarbone, right chest, left chest, middle of the chest, navel, abdomen, lower abdomen...

The whole of your right leg, whole of your left leg, both legs together...whole of your right arm, whole of your left arm, both arms together...whole of your back, whole of your front, whole of your head ...together... legs, arms, back, front, head, together...the whole, of the body together...the whole of the body together...the whole of the body together.

Repeat one more complete round.

CHANGE THE CHANNEL™

This technique helps you to shift from thoughts of fear and failure to a more positive feeling of capability and power.

- Choose a TV show you enjoy
- Choose a song you like a lot
- Imagine a TV with only 3 channels:

    1. A fear channel showing your worries and negative scenarios for the future
    2. A channel running your favorite program
    3. An audio channel playing the song you love

Close your eyes and choose a channel, imagining this channel until we see it vividly. Wait for a few seconds and then change to another of the channels.

Try actually pressing the button with your hand to better set this technique in your memory.

MENTAL MINI-BREAKS™

Sometimes we get "stuck" in a negative or defeating thought cycle.

Mental Mini-Breaks help turn a few moments into an attitude change, renewing your positive energy and open yourself up to the potential before you in any situation.

Each break focuses on a different outcome, and we encourage you to select from among them based on the challenges you are facing. Make sure to try them all, as each of us interprets life differently and some mini-breaks may be more effective for you than others.

Openness

STOP	Let go of daily hassles and worries
SHIFT	Bring your attention to your breath
FEEL	warm air as you exhale and the cool air as you inhale
THINK	I will relax and feel calm and safe
VISUALIZE	yourself sitting relaxed, calm. Add a loved one to be with you
RETURN	to reality, more open and flexible

Balance

STOP	Make a decision to take a mini-break
SHIFT	Bring your attention to your left hand
FEEL	warmth spreading from your shoulder to the tip of your fingers
THINK	I relax and let go
VISUALIZE	yourself in a hot jacuzzi...the temperature is perfect
RETURN	to your daily life feeling balanced and calm

Appreciation

STOP	Make a decision to take a mini-break
SHIFT	Bring your attention to your heart
FEEL	Activate a feeling of openness and acceptance for loved ones in your life
THINK	Count from ten downwards slowly
VISUALIZE	a moment of meeting a loved one, feeling your heart open
RETURN	with a feeling of love and appreciation

Perspective

STOP	Make a decision to take a mini-break
SHIFT	Bring your attention to your heart
FEEL	joy, care or compassion
THINK	My mind is clear and I am confident
VISUALIZE	a time you felt self-confidence and were “in flow”
RETURN	with a new perspective or a solution

Vitality

STOP	Make a decision to take a mini-break
SHIFT	Bring your attention to neck muscles and shoulders
FEEL	all tension dissolving and draining away —relax and let go
THINK	My mind is clearing. I dissolve all negative, limiting beliefs
VISUALIZE	every second that ticks, feeling better and better, effortlessly...
RETURN	energetic and full of vitality

INTERNAL DIALOGUE

You will probably notice that some of the undesired thoughts in your Today Log repeat.

1. Focus on one of them, for example: I always fail
2. Add a question mark: I always fail?
3. Think of examples for the opposite situation —in this example, an event when you have succeeded
4. Remember how good it felt
5. Think what you would have said to a good friend who was expressing the undesired thought, discouraging “all-or-nothing” thinking (I failed once, so I will always fail)
6. Treat yourself like a good friend. Tell yourself: Just because you are disappointed, don’t be discouraged. Next time is always an opportunity to do better.
7. Try to notice when you have this undesired thought and change it to a more balanced one such as: Sometimes I don’t succeed as I hoped to, but I can always learn from it.

MINDFULNESS

Mindfulness is calm, moment-by-moment awareness of body functions, feelings, consciousness. While most relaxation methods are designed to directly reduce physiological reactivity, mindfulness is broad enough to help us reduce mental, emotional, and physiological reactivity.

Mindfulness practice is a scientifically proven method for reducing the hazardous effects of stress on our immune system. It is also known for improving brain control over exaggerated fight-or-flight responses — which cause harmful effects on mind and body. Regular mindfulness practice improves overall well being.

Together with Alive training, mindfulness can become even more powerful. We designed a few techniques to help you use this powerful tool in transforming stress.

Mindful Breathing

You may find that your performance and mood at work are enhanced by using this technique. Mindfulness practice may result in deeper concentration, relaxation, and sense of well being, and fewer errors and accidents. Try it and see if this is your experience.

Breathe naturally, sitting in your work area, at your home or any other place you choose. Pay close attention to your breathing without attempting to consciously alter anything you notice. Notice yourself breathing in and out. Eventually, there is just the observation of inhaling, then exhaling. Build your ability to observe your breathing gradually; at first you may use this practice for a only few minutes a day. If you find it very difficult in the beginning to pay attention only to your breathing, try silently counting "one, two, three, four..." as you breathe in, "one, two, three, four..." as you breathe out. If you lose track, start over again. Saying the following phrases in coordination with your inhalations and exhalations may help:

"Breathing in…I am aware of breathing in"

"Breathing out…I am aware of breathing out"

As you continue practicing, you will find it easier and easier to practice for longer periods of time.

3-Minute Breathing Breaks" — Breathing mindfully can also serve as a wonderful regenerating break to get you fine tuned to whatever you are about to engage in. Take 3 minutes a few times a day to focus exclusively on your breathing. You may notice how each mini practice can energize you.

Tip: Guiding your Attention

It is very normal for your attention to wander as you practice. Don't judge yourself … simply return to focusing your attention upon breathing once again. This distraction may be used as a reminder to attend to breathing.

Some people find it helpful to mentally acknowledge the actual process of breathing, commenting silently "Just now I am breathing in" and "Just now I am breathing out."

Body Scan (See Body Scan section in this Appendix)

Letting Go of the Judgmental Mind

During mindfulness practice, you serve as a witness to all that passes through your consciousness. As judgments arise, they are treated with the same gentle attitude as the breath is treated: "just now judgments are arising"; "just now judgments are passing."

Y may first be amazed by the many attitudes, feelings, interpretations, and impulses that float by on your river of consciousness. Learning to be an observer of them as they are makes you very powerful!

As you go through the day mindfully and with awareness, work at allowing things to unfold without forcing them to happen. See what happens and how you react when you make time during the day to do nothing but just be, with no agenda.

Observe your emotions and thoughts when they arise, especially negative ones. What are the emotions or thoughts telling you, and what are they telling you to do? Consider why you are feeling that way and reacting that way. What is it about the triggering event that caused your reaction? See if you can adopt a different perspective about these emotions or choose an alternative, more positive thought. Seek to adopt a perspective that sees things unfold in their own time, and for their own reason.

Expanding Observation

As you develop mindfulness, you may want to observe sensations, thoughts, imagery, feelings, and actions. These more complex phenomena are like whirlpools within the stream of consciousness. They may capture attention and diminish overall awareness. Against the background of busy everyday life, try choosing a single phenomenon you wish to give your attention. It might be eating a raisin. Ordinarily a person would simply pop the raisin into his mouth, chew a few times and swallow, without thinking. Mindful, meditative raisin eating is much different.

It begins with looking intently at the raisin, considering its shape, weight, color and texture. Next comes placing the raisin in the mouth, focusing on how it feels on the tongue as the mouth welcomes it with salivation. The mindful raisin-eater then chews the raisin slowly, thoroughly, focusing on its taste and texture. Finally, swallowing the raisin involves following it all the way down to the stomach. So being a mindful eater means that instead of mindlessly eating you simply observe, moment by moment, the sensations while eating. Mindful eating is a wonderful way to control food intake if overeating is a problem for you.

After developing the ability to remain mindful for a period of time in a calm environment, you may begin to practice in busier places. By challenging the ability to remain aware in ore stimulating locations, that ability will develop further.

Once you commit to a mindful actions — sipping a cup of coffee or eating fruit, shaving, or petting your dog — it becomes easy to work many more mindful moments into each day.

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